

Community Development Department 801 228th Avenue SE Sammamish, WA 98075-9509 Phone: 425-295-0500 Fax: 425-295-0600

City Hall Hours: 8:30am-5:00pm
Permit Center: 8:30am-4:00pm
Web: www.sammamish.us
www.mybuildingpermit.com

## POOL/SPA REQUIREMENT CHECKLIST

THE FOLLOWING ITEMS MUST BE PROVIDED TO PROCESS YOUR POOL/SPA PERMIT.

Incomplete applications will not be accepted.

Building permits are required for most *residential* pool installations. Prefabricated swimming pools accessory to a single-family residence, that are less than 24-inches deep, do not exceed 5,000 gallons, and are installed entirely above ground, are **EXEMPT** from permits.

Ш	Completed building permit application
	Water district method of fill and discharge approval letter.
	Site Plan (Showing all structures existing and proposed and setbacks from property lines)
	<ul> <li>Pool/Spa</li> <li>Pool/Spa enclosure/barrier (see Construction Guidelines #7).</li> <li>Mechanical/pump room</li> <li>Mechanical equipment, including filter and disinfection (e.g., chlorination) equipment</li> <li>Location of Backflow Prevention Device(s)</li> </ul>
	Location of discharge reduction device
	Geotech review (If in a critical area or if assumed soil bearing exceeds 1500 psf)
	Method of filling (initially and on continuing basis)
	<ul> <li>Auto fill device – includes Reduced Pressure Backflow Assembly (RPBA) or air gap (AG)</li> <li>Permanent connection through the domestic water supply onsite – includes RPBA or AG</li> <li>Other (specify):</li> </ul>
	Method of drainage
	<ul> <li>Tie into side sewer</li> <li>Separate connection to building sewer downstream of all other connections</li> <li>Separate connection to sewer main</li> <li>Hire a professional pool-draining service to collect all pool water for off-site disposal</li> </ul>
	Engineering
	<ul><li>Engineering calcs and plans stamped and signed (copies and scans are acceptable)</li><li>All engineering details are to be incorporated into the plan sheets</li></ul>
	Plan Set (2 sets)
	Safety Vacuum Release System (SVRS): to conform to ASME A112.19.17
	Underwater Suction Drain Fittings: to conform to ANSI/ASME A112.19.8.M
	If townhomes or condominiums, a letter of authorization from the Homeowner's
	Association is required prior to issuance.
	Signature of Owner/Agent Date